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COORDINATING STAFF

The Coordinating Staff will:

1. Coordinate the employment of machine facilities and services to satisfy administrative requirements as they develop, and to satisfy intelligence requirements calling for special machine techniques and methods.
2. Coordinate the establishment of appropriate record files to enable prompt and efficient location of any available documentary material when and as requested.
3. Initiate action to secure inter-office and inter-departmental coordination in the fields of foreign intelligence of interest to the Reference Branch.
4. Coordinate activities between machine operations and library functions within the Reference Branch.

CONTACT CONTROL REGISTER

The Contact Control Register will:

1. Record, by machine techniques, pertinent information regarding all available potential and actual, individual and organizational sources of foreign intelligence within the United States and its possessions, together with information as to any restrictions relative to contacting such sources.
2. Record the nature and extent of the foreign intelligence potential of each such source.
3. Locate for authorized recipients any recorded source capable of supplying intelligence information to satisfy stated requirements.
4. Maintain dossiers on all sources to augment the information contained in the machine records and to refine the selectivity of the machine searching techniques.
5. Supply, upon request of authorized recipients, details of the background of any recorded source.
6. Maintain current records of security "name checks" of all active or potential sources.
7. Insure, where necessary, by appropriate codes the anonymity of each source.
8. Survey the Register at regular intervals to ascertain the scope and extent of the foreign intelligence potential of recorded sources within the United States, and inform authorized recipients of the general capabilities of the Register.
9. Prepare statistical reports and calculations on the points of strength and weakness in domestic source coverage, and bring all inadequacies to the attention of appropriate authorities for remedial action.

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CENTRAL INDEX

The Central Index will:

1. Index, by business machine procedures, the subject matter of all available reports, and other documents of a foreign intelligence nature, regardless of physical location of such materials.
2. Locate and identify upon request all available intelligence materials pertaining to any specific foreign subject or area.
3. Analyze the Index at regular intervals to determine superabundance or dearth of available documentary foreign intelligence on any subject of interest to the national security, and inform authorized recipients of the results of such analyses.
4. Prepare and distribute accession lists of all newly acquired, important foreign intelligence documents.

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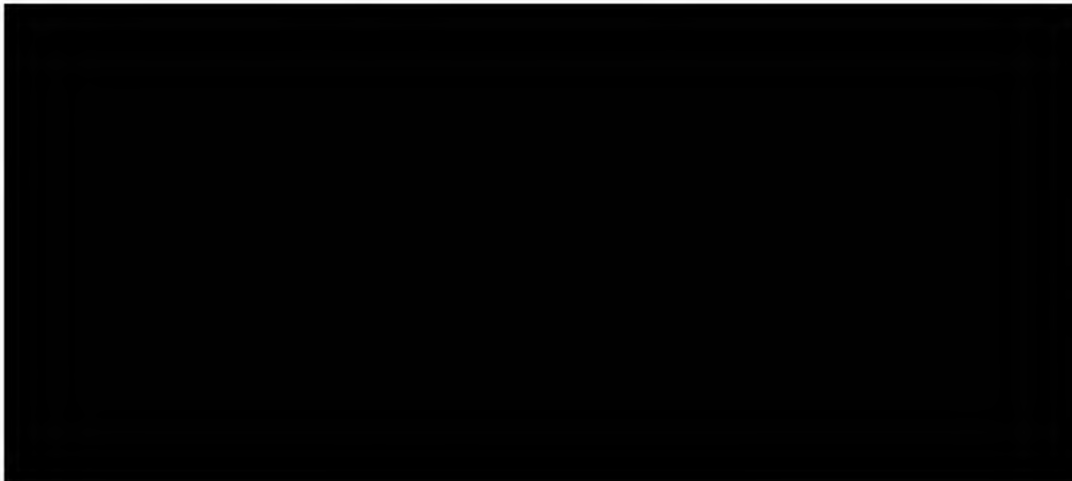
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5. Provide, upon request from authorized recipients, complete bibliographies of available intelligence material on any specific foreign subject or area.

6. Maintain and analyze the available special card files acquired from other agencies for listings and statistical intelligence information, within the capabilities and physical limitations of the Reference Branch.

7. Acquire, code and process available special documentary files within the limits set down by responsible intelligence and research offices, within the capabilities and physical limitations of the Reference Branch.

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INTELLIGENCE DOCUMENTS DIVISION

Intelligence Documents Division will:

1. Classify and catalogue all intelligence documents of a foreign intelligence nature available to CIG.
2. Maintain one copy each of such documents for permanent reference file and a second copy (when available) for limited loan purposes.
3. Establish efficient procedures for the prompt documentation of single copy items upon arrival in the Reference Branch.
4. Initiate the procurement of reference material.
5. Provide the Central Index with the cataloguing information required for the preparation of accession list cards.
6. Provide the Central Index with classification information and a classification breakdown on every document processed by CIG.

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GRAPHIC MATERIALS DIVISION

Graphic Materials Division will:

1. Operate a central reference and loan file of charts, maps and blueprints required for intelligence purposes and a complete index of available graphic materials and their location.
2. Establish and maintain a central reference and loan file and a single index of available intelligence films throughout the government agencies and elsewhere.
3. Set up a central pictorial records reference and loan file, and produce the required classification information for maintaining the Central Index machine records on available photographs.

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